



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>10/25/1973</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>EP-WS 3</b>		Date Received <b>OCT 31 1973</b>	Application No. <b>73-546</b> Date Completed <b>NOV 9 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Environmental Protection Div., Water Supply Section 303 Health Building, 47 Trinity Avenue, S.W. Atlanta, Georgia 30334</b>		4. Person to Contact <b>Bob Byers</b>	5. Working Title <b>Dir., Water Supply</b>
		6. Tel. No. <b>656-4807</b>	

7. ACTION REQUESTED: TO AMEND APPLICATION # 62

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>1935-present</b>	9. Exact Series Title <b>Water Supply Feasibility Report File</b>
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10. What is the function of the office in which this record series is created?  
The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the planning and construction of water supply systems throughout the state

Included are: construction plans, layout map sheets, and related technical data of original systems or proposed improvements.

File is arranged chronologically by year report is received and thereunder by alphabetically by city or county. Series is bound in 8½ x 11 volumes.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	20	30		2	3
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				24	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				1	no pattern of reference
				Preceding Year's	All Prior Years

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

- |  | YES                                 | NO                                  |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency? <span style="float: right;">(Fed. Govt. has copy on federally funded projects)</span> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? <span style="float: right;">(see # 25)</span> If yes, what?                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. REQUIREMENTS. The following requires the files to be kept permanent years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

(see #25)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 5 year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ Destroy.

- ☒ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.

☐ Other: (Specify) Most feasibility reports are original recommendations for systems which have been implemented, and are the only copies available for agency personnel and/or local operations. They support blueprints, specifications, and construction plans of water supply systems currently in operation and are therefore essential for agency personnel in making inspection and recommendations, or to remedy emergency situations such as pollution or breaks in the system.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	10/25/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>[Signature]</i>	10/30/73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee	<i>[Signature]</i>	1-8-73
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Secretary of State/Designee	<i>[Signature]</i>	11-2-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Attorney General/Designee	<i>[Signature]</i>	11-8-73
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS  
COMMITTEE